



**29<sup>th</sup> Signal Battalion**

---

**Family Readiness Group Handbook**

---

# 29<sup>th</sup> SIGNAL BATTALION FAMILY READINESS HANDBOOK

## TABLE OF CONTENTS

---

<b>FAMILY READINESS HANDBOOK OVERVIEW</b>	<b>4</b>
<b>1 SUPPORT RESOURCES</b>	<b>5</b>
1.1 Information Resources	5
1.2 The Family Readiness Group	5
1.3 Rear Detachment	7
1.4 Family Support Links	7
1.5 Directory of Agencies and Services	8
1.6 Handling Emergencies	12
<b>2 PREPARING THE FAMILY FOR DEPLOYMENT</b>	<b>13</b>
2.1 Deployment and Unaccompanied Tours	13
2.2 The Stages of Separation	14
2.3 Managing Separation	14
2.4 Preparing Yourself -- Hints for Spouse	15
2.5 Preparing Children	16
2.6 Ideas for Managing Children	16
2.7 Child Care	16
2.8 Sole and Dual-Parent Deployments	18
2.9 Safety and Security	18
2.10 When the Media Calls	20
2.11 Mail	20
<b>3 PREPARING FAMILY MATTERS</b>	<b>21</b>
3.1 Finance Checklist	22
3.2 Legal Checklist	25
3.3 Medical Checklist	27
3.4 Housing Checklist	28
3.5 Automobile Checklist	29
3.6 Comprehensive Documents Checklist	30
3.7 Identification Cards	31
<b>4 POST DEPLOYMENT</b>	<b>32</b>
4.1 Preparing for and looking forward to the Reunion	32
4.2 Deployment Recovery	32
4.3 Post Deployment Stress	33
<b>APPENDIX A – FAMILY PHONE GUIDE</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
29 <sup>th</sup> Signal Battalion Staff	34
Rear Detachment Contact Information	35
Important Phone Numbers – Fort Lewis	36
Emergency Numbers – Fort Lewis	36
Emergency Numbers – Off Post	36
Fort Lewis Abbreviated Phone Guide	37
<b>APPENDIX B – 29TH SIGNAL BATTALION HONOR AND LINEAGE</b>	<b>39</b>

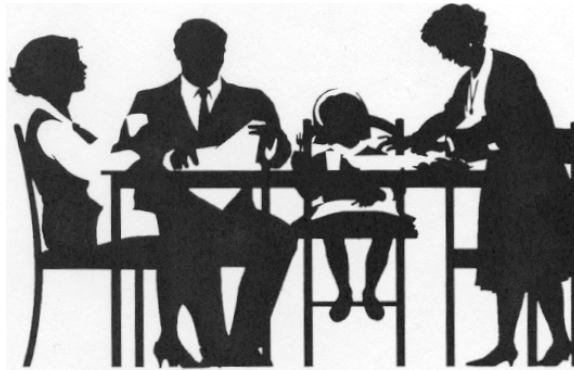
<b>APPENDIX C – ABBREVIATIONS AND ACRONYMS</b>	<b>40</b>
<b>APPENDIX D – FREQUENTLY ASKED QUESTIONS</b>	<b>42</b>

---

# **FAMILY READINESS HANDBOOK OVERVIEW**

---

This handbook has been developed to assist you and your family in preparing for deployment, unaccompanied tours, and extended temporary duty. You will find within these pages helpful suggestions and pertinent information about on post agencies and tasks that are essential for your family's welfare. As with any separation, preparation is the key to success.



This handbook is a comprehensive guide designed to assist military families in preparing for deployments. It contains a base document designed to take a military family member through the phases of predeployment, deployment, and reunion. It describes potential problems and solutions encountered throughout each phase as well as some of the civilian and military agencies available to provide support. The base document is followed by a section that further clarifies Fort Lewis agencies and organizations specifically designed to assist families in need. The next section is a pre-deployment checklist for soldiers and their families to complete together, before the day comes when the soldier is called to leave home for an extended period of time. A phone directory immediately follows the support agency matrix to provide easy access to Fort Lewis and surrounding community resources. The next section is a glossary of Army acronyms, which may be helpful in defining the unusual language the military community uses on a daily basis. The last section contains flowcharts which provide you a clear tool for working through the army administrative systems.

# 1 Support Resources

---

## 1.1 Information Resources

### 29th Signal Battalion Website – <http://www.lewis.army.mil/29thsigbn/>

The 29<sup>th</sup> website contains important information about the battalion and its mission. You can also view photos of your deployed soldiers and find links to other Army and Ft. Lewis information from the FRG link located on this page.

## 1.2 The Family Readiness Group

### Overview

The Family Readiness Group (FRG) Program includes two phases, sustainment and deployment.

The sustainment phase is critical in developing the concept of family support and for building communication networks and providing information and education to all the groups' members. Family Readiness activities are aimed at developing a sense of community and partnership between the unit's families and the unit itself.

During a deployment, a crisis, or an emergency, the FRG provides critical information flow and support. The purpose of the FRG is to enable a unit's family members to establish and operate a system through which they can effectively:

- Gather information.
- Solve problems.
- Maintain a system of mutual support.

The Family Readiness Group Program has the potential to reduce stress and be the means through which a commander is made aware of a situation or problem. The FRG does greatly assist in reaching a solution, or more importantly, preventing the problem in the first place. As a result, the FRG has a significant impact on the unit's readiness.

### Goals

The Family Support Group exists to help families get settled in their new assignments, help answer question when the service member is in the field or deployed, assist in times of emergencies, and provides social activities for soldiers and their families to make them feel a part of the battalion.

The goals of the Family Readiness Group are:

- Integration of all family members into the unit family and support system.
- Reduce social isolation.
- Provide close personal support.
- Assist in gathering and disseminating information and identifying resources.
- Facilitate and establish a sense of community.
- Enhance a feeling of belonging, control, self-reliance, and self-esteem.

The success of a Family Readiness Group is dependent on family member interaction with each other and with the military unit commander on a regular basis. This interaction creates the network that identifies and helps solve family member concerns and issues effectively and in a personal manner. Through involvement in managing a Family Readiness Group and interaction within a unit community, family members actually become a more important integral part of that unit's activities.

Family members should be given the opportunity to:

- Belong to the unit Family Readiness Group.
- Make significant contributions.
- Fill significant and satisfying roles within their community.
- Be a Family Readiness Group Leader.

## Function

Family Readiness Groups will not:

- Become surrogate parents.
- Become social workers.
- Lend money, cars, or expensive items.
- Be a baby-sitting service.
- Duplicate on-post activities (ACS, Red Cross, etc.).

## Chain of Concern

The "Chain of Concern" is organized to maintain an effective and reliable communication and support network that extends to all unit family members. There's no best way to structure this network. Wide variations may exist in the structure for each battalion and company. The organization should reflect the unique characteristics of the unit and community in which they exist.

**Battalion Level:** usually the highest level of management. Representatives organize into management, steering, and functional committees to provide support, plan activities, address concerns, and maintain liaison with community activities and higher headquarters to support the family circles.

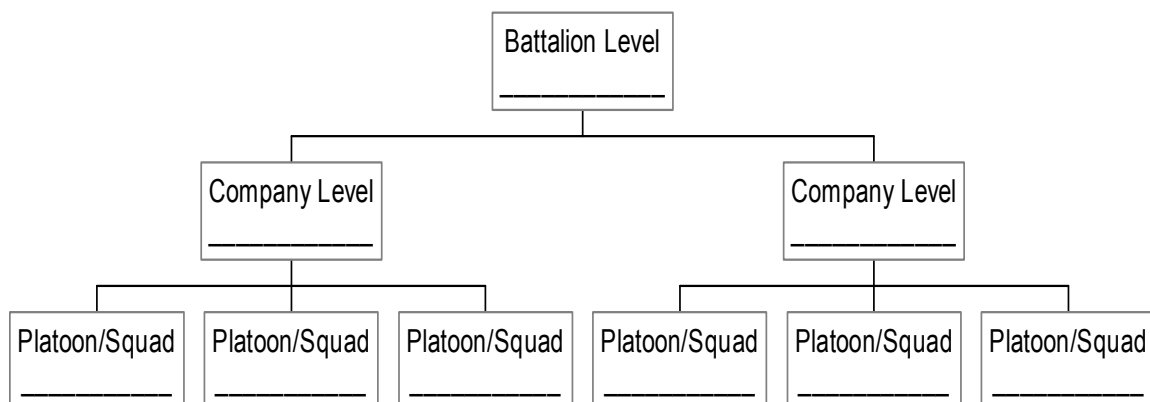
**Company Level:** company representatives to organize into a management circle to coordinate activities and manage communication and support for company-level family support activities.

**Platoon/Squad:** which has the unit divided into support circles based on squad/platoons or neighborhoods. Each support circle is centered on a contact person.

Your spouse's unit can provide additional information on the Chain of Concern. It is important to remember that this program will not work without the support and involvement of the unit's family members.

Please be sure your contact person has an accurate phone number and address for you. Keep your contact person's name and telephone number posted near your telephone. You may wish to use the Family Phone Guide in the front of this handbook. (SEE ANNEX 1 for all Chain of Concern Rosters) (SEE ANNEX 2 for all Chain of Command Rosters)

### Chain of Concern



## 1.3 Rear Detachment

The rear detachment consists of unit military members that remain at Fort Lewis during deployment. Each deployed unit will have a Rear Detachment Officer in Charge (OIC)/ Non-Commissioned Officer in Charge (NCOIC) designated to handle rear detachment issues and daily business. They are responsible for the remaining personnel and equipment and for assistance to families of deployed soldiers.

The rear detachment personnel:

- Coordinate with on-post and off-post agencies to meet families' needs.
- Work with the unit's FRG to plan briefings and share information.
- Communicate with the deployed unit.
- Facilitate mail to the deployed soldiers.
- Distribute Leave and Earnings Statements (LES).

During deployment, keep your FRG and rear detachment informed of any address/phone changes. If you go out of town, please tell them a telephone number where you can be reached.

## 1.4 Family Support Links

Resource	Description
<b>ACS (Army Community Service)</b> <a href="http://www.armycommunityservice.org/home.asp?">http://www.armycommunityservice.org/home.asp?</a>	Information, assistance, and guidance to Army community
<b>Army Family Liaison home page</b> <a href="http://www.aflo.org/">http://www.aflo.org/</a>	Information for the Army Family about services available.
<b>Army Family Action Plan</b> <a href="http://www.armycommunityservice.org/vacs_afap/home.asp">http://www.armycommunityservice.org/vacs_afap/home.asp</a>	Forum for families to provide feedback to Army Leadership
<b>Army Family Team Building</b> <a href="http://www.armyfamilyteambuilding.org/home.asp">http://www.armyfamilyteambuilding.org/home.asp</a>	Provide training and knowledge for spouses and families
<b>Military Assistance Program "MAPsite"</b> <a href="http://dod.mil/mapsite/">http://dod.mil/mapsite/</a>	Helpful information on family services, finances, and more.
<b>TAPS (Tragedy Assistance Program for Survivors, Inc.)</b> <a href="http://www.taps.org/">http://www.taps.org/</a>	Grief support and services for survivors of military line-of-duty deaths.
<b>U.S. Army Community and Family Support Center Morale, Welfare, and Recreation (MWR)</b> <a href="http://armymwr.com/">http://armymwr.com/</a>	Helpful links to soldier and family issues, recreation, and more.

## 1.5 Directory of Agencies and Services

**Alcohol and Drug Abuse Prevention and Control (ADAPC) Office** - Bldg 2006 - [ADAPCP@ft.lewis.army.mil](mailto:ADAPCP@ft.lewis.army.mil) (253-967-2202) Provides an alcohol and drug abuse prevention and control program for the installation. Strives to educate the entire military community, including family members and DA civilians, on alcohol and drug abuse and personal roles in rehabilitation and prevention. Often the Alcohol and Drug Control Office coordinates enforcement and command referral actions with individual who may have a drug or alcohol problem

**American Red Cross (ARC)** Bldg. 2140, [REDCROSS.org](http://REDCROSS.org) (967-7686, or toll free 1-888-273-7337 24 hour) Assists the communications between the soldier and his/her family in emergency or compassionate situations while the soldier is away. ARC will assist with medical reports, birth notices, and emergency notification of your spouse during separations, as well as verification of emergency leave. It provides emergency financial assistance and many volunteer service activities. Programs often include youth and adult courses in health, nursing, safety, first aid, and swimming. Counseling and referrals on personal and family problems is offered.

**Army Community Service (ACS)** Bldg 2140 (967-7166) Assists military families through information and referral services, budget and indebtedness counseling, household item loan closet, emergency food locker, information on other military posts, and welcome packets to new arrivals. It also maintains a volunteer organization to support the local community. Services provided include:

- Lending Closet
- Family Advocacy
- Consumer Affairs/Financial Assistance
- Relocation Assistance
- Family Support Group
- Army Emergency Relief
- Waiting Spouse Support Group
- Exceptional Family Member Program
- Information and Referrals
- Family Member Employment Assistance

**Army Emergency Relief (AER)** Bldg. 2140 [AEROFFICE@forscom.army.mil](mailto:AEROFFICE@forscom.army.mil) (253-967-9852) Gives financial assistance through interest-free loans or grants in situation involving medical expenses, family member funerals, required travel, basic living necessities, or disaster assistance. AER personnel also provide personal budget counseling and coordinate student loans through AER Educational Loan Programs. Situations in which AER may assist:

- Initial rent and deposit, or rent to prevent eviction
- Emergency travel expenses caused by crisis in the family
- Emergency food assistance
- Utilities to prevent cut-off
- Essential privately owned vehicle repairs (must be the only vehicle in the family)
- Medical, dental and hospital expenses authorized through CHAMPUS/TRICARE
- Fire and other disasters

**Army Family Advocacy Program (AFAP)** Bldg 2013 (968-4159) Designed to aid families in the prevention of spouse and child abuse through education, identification, and referral. The AFAP works closely with the local military and civilian community to provide soldiers and their family members with prevention programs.

**Army Relocation Assistance** Bldg 2140 (253-967-3628) This program offers a wide variety of services to aid the military family in the process of transition. Welcome packets are available for review on virtually every DOD installation in the world. The Standard Installation Topic Exchange Service (SITES) is provided for transitioning families along with additional information to ease the stress of relocating to a new duty station. A limited number of videos highlighting various duty stations, living accommodations, program facilities, and bits of cultural insight are also available. Training is provided on subjects such as sponsorship and pre and post moves. Basic household items such as cots, baby beds, car seats, cookware, small electrical appliances, and dinnerware are available for temporary loan to families awaiting arrival of household goods or awaiting permanent change of station.



**Billeting Office** Bldg. 2140 (253-967-2815) Provides accommodations according to the following:

- Guest House - Accommodations for soldiers and eligible civilians are available, with or without families, can stay with pets. A kennel is also available. The Guest House is for incoming and outgoing personnel. Unit sizes vary. A utility room is normally available equipped with washer and dryer.
- TDY Facility - Accommodations for military and civilian TDY visitors may be available on post, or in off-post contract motels/hotels. Certificates of non-availability of quarters will not be issued unless all accommodations on and off post are occupied. Reservations may be made through the billeting office.
- Distinguished visitors quarters accommodations may be provided for distinguished visitors. Reservations may be made through the Billeting Office.
- Family Housing - Availability varies. Contact the Family Housing office (253-967-4512) for information and assistance.

**Army Family Team Building (AFTB)** Bldg 2140 (253-967-2382) Training improves family and Army readiness and prepares everyone to function effectively as part of the Army community. AFTB education programs are designed to assist soldier and families in adapting to change, developing interpersonal skills, becoming more self reliant and informed, and in accessing community resources and benefits.

**Chaplains** Bldg 2001 (253-967-3126) Familiar with support activities in the local community, unit, and installation. Family life chaplains can provide training on personal effectiveness, enrichment programs, couples communications seminars, religious retreats, parental skills and training, as well as other programs dealing with human issues. They offer pastoral counseling in the form of interviews, guidance, personal counseling, visitation, and spiritual help. Chaplains perform sacramental rites and ordinances according to their denomination.

**Child Development Services (CDS)** (253-967-2494) Offers quality child care options with various types of services, locations, hours of operation, and fee schedules that are responsive to the needs of military families living both on and off post.

**Civilian Personnel Office (CPO)** Bldg 2015 (253-967-4668) Handles employment information and opportunities concerning civil service and non-appropriated fund jobs.

**Claims Section, Staff Judge Advocate** Bldg 2027B (253-967-0704) Handles claims for and against the government, most often those for loss and damage to household goods. It processes claims involving medical expenses for treatment of soldiers and families at Army facilities caused by the negligence of others.

**Commissary** Bldg 5275 (253-967-3142) Provides high quality grocery products at cost, with only 5% surcharge added. The surcharge is used for commissary supplies and operating expenses.

**Army Community Health Nursing Service** (253-968-4382/4383) Provides many preventative health care services including home and office visits, consultations, and group health instruction. The Health Nurse often serves as a liaison with civilian community health professionals and makes referrals to various military health care professionals of mental health facilities.

Community Health Nursing Activities  
Communicable Disease Control  
Health Promotion  
Child Development Services  
Discharge Planning  
Consultative Services

Location: Old MAMC, Bldg 9912B, Ramp 2

**Education Center** Bldg 06242 (967-7174) Provides counseling services, testing services, and Army Learning Center and education programs. Family members are welcome to take classes offered by the colleges at the Education Center.

**Equal Opportunity Office** Bldg 5164 (967-9078) Available to soldier and their family members for matters involving discrimination in race, color, national origin, sex, and religion. It provides information on procedures for initiating complaints, guidance on what constitutes an equal opportunity complaint, and assistance in resolving complaints

internally.

**Financial Readiness and Consumer Affairs** Bldg 2140 (253-967-7166) Provides soldiers with financial advice and help in budget preparation, debt assessment, consumer mediation with business, and general investment advice. The end state is a family who is financially ready for rapid mobilization, deployment, and temporary duty.

**Fort Lewis Soldier Welcome and Care Center** Bldg. 2140 (253-967-4873) Provides a wide range of services to soldiers arriving or departing, as well as, during their period assignment. The services provided include an information/welcome desk open 24 hours a day, firearm registration section .

**Household Goods (Inbound/Outbound/Quality Assurance)** Bldg 2140 (967-5093/7230) Provides quality shipment of household goods and baggage arranged through contractors or through a "move it yourself" program. Note: Newly arrived personnel have a direct responsibility to contact the Transportation Office immediately upon arrival and provide a point of contact (telephone number and address) for delivery of household goods/unaccompanied baggage

**Housing Referral Office** Bldg. 2140 (253-967-4512) Gives soldiers housing counseling, guidance, and up-to-date information on the local situation, both rental and sales. This office is responsible for receiving and processing complaints for discrimination in off-post housing.

**Inspector General** Bldg 5164 (967-5181) Deals with rendering assistance, correcting injustices affecting individuals, and eliminating conditions determined to be detrimental to the efficiency, economy, morale, and reputation of the Army. The Inspector General investigates matters involving fraud, waste, and abuse.

**Installation Volunteer Program** Bldg 4274 (967-2324) Operates a centralized volunteer program for all agencies requiring volunteers on post. It not only affords the opportunity to help the Fort Lewis community, but also allows the learning of new job skills and gaining creditable work experience.

**Legal Assistance, Staff Judge Advocate** Bldg 2027B (966-7526) Employs a staff of free lawyers and paralegal-professionals. They may provide information or act as counsel in matters of contracts, debts, citizenship, adoption, marital problems, taxes, wills, or powers of attorney. Legal Assistance provides help in the following areas:

- Domestic relations/family law matters
- Adoptions and name changes
- Non-support and indebtedness
- Landlord-tenant relations
- Taxes
- Civil Suits
- Power of Attorney (PAO)
- Immigration /Naturalization
- Consumer Affairs
- Wills and estates

You must have a POA if you are to conduct family business including legal, financial or unit related activities. The two most common POA's are: General POA which authorizes you to conduct all family business which would otherwise require your spouse's presence and Limited POA which authorizes you to conduct only matters specified in the document which otherwise requires your spouse's presence.

**Main Exchange Shopping Complex** Bldg 5280 (253-964-3161) A one-stop shopping center catering to the soldier and family. Clothing, toys, and everything normally found in a Post Exchange are located under one roof. This complex offers a food court, florist shop, barbershop, optical shop, and trophy shop. The Main Exchange is open 7 days a week.

**Mayoral Program** Bldg 5291 (967-2324) Provides a linkage between the command and the residents of the post. A mayor's meeting is held periodically to address the issues surfaced by residents. Unresolved issues are carried forth to Installation Commander's Meetings. Through the mayoral program, many housing areas have formal local councils to improve neighborhoods and foster a sense of community.

**Military Police** (253-967-3107) Provides for the enforcement of laws, orders, and regulations; traffic control; civil disturbance control; preventing and investigating crime; apprehending absentees and deserters; physical security; and correctional treatment of prisoners.

- **Law Enforcement:** Receives, responds to, and investigates complaints. Provides 24-hour MP patrol coverage of the installation. Directs all traffic operations, such as motor vehicle traffic regulation and accident investigation. Maintains the traffic offense points system and processes drunk drivers. Conducts proactive antiterrorism programs such as awareness campaigns and response force training initiatives.
- **Military Police Investigations:** Investigates crimes involving personnel subject to the Uniform Code of Military Justice or crimes affecting government property. Recovers stolen property; provides protective services; and conducts drug suppression operations with USACIDC.

**Packaged Beverage** (CLASS VI) Store Bldg 2202 (253-964-4128) Offers a variety of packaged beverages for sale to personnel who have a valid ID.

#### **Pharmacy/ Madigan Army Medical Center (253-968-1962)**

- **PRESCRIPTIONS** Former patients who need medication refills can have their prescriptions rewritten at Madigan Army Medical Center (MAMC). For adults, call (253-968-1962), ask for a medication refill appointment. You will be asked to bring in your medical record and your prescription container(s). For children, bring the child's prescription container(s) and medical records to the Pediatric Clinic between 7:30 a.m. - 3:00 p.m. on weekdays for review. Phone in refills to (253-968-2999).
- **TRICARE INFORMATION** The TRICARE Customer Service Information Line is (253-967-1124). You may visit the TRICARE Service Center located at Madigan. For information on military dependants' dental care, call the Okubo Dental Clinic (253-967-4989).
- **MEDICAL SERVICES** Outpatient services at Madigan Army Medical Center (MAMC) are available to all active duty and retired members of the Armed Services and their dependents.
  1. Diagnosis of non-chronic conditions and diseases.
  2. Maternity, infant care, and well-baby immunizations.
  3. Immunizations.
  4. Treatment of nervous and medical disorders.
  5. Family planning service.
  6. Non-government ambulance service, when medically necessary.
  7. Emergency medical care is available at any time in the emergency room.
  8. **Routine care** for dependent outpatients is arranged by calling **Tricare Central Appointments at (800-404-4506)**.
  9. **General information** is obtained by calling **(253-968-1110)**.
- **MENTAL HEALTH ACTIVITY** (253-968-3172) Provides the following services:
  1. Psychological evaluation and testing.
  2. Individual counseling, marital counseling, parent training, family training, and group therapy.
  3. Referral services to other helping agencies.
  4. Mental Health offers assistance during those times when the bottom seems to fall out of life.
  5. If the going gets rough, feel free to call.

**Public Affairs Office** Bldg 2025 (967-0157) Uses media relations, community relations, and command information to "Tell the Army Story" to the public and the soldiers, civilian employees, and their family members.

- Provides and coordinates input for the post newspaper.
- Produces radio and television programs for airing on the installation closed-circuit system and on local community radio and TV stations.
- Publishes the unofficial guide for newcomers.
- Is the installation liaison with the local civic groups.

**Reenlistment Center** (253-967-2769) Provides current information on prerequisites for reenlistment, selective reenlistment bonuses, and explains reenlistment options. They are also a good source of information on service benefits and programs.

**Thrift Shop** Bldg 5170 (253-964-5401) A non-profit organization that sells used clothing, appliances, toys, books, baby furniture, and other items. Soldiers and family members may sell items through the Thrift Shop, which takes 25% of the selling price. The Thrift Shop is run largely through the efforts of volunteers.

**Veterinary Clinic** Bldg 9988 (253-982-3951) Offers preventative veterinary services for privately owned animals such as immunization and health certificates. Animals housed on post need to be registered with the post veterinarian.

## 1.6 Handling Emergencies

### **What if YOUR deployed spouse has an emergency?**

If your spouse develops a serious problem while deployed, i.e. sickness, injury, etc., the Company Commander, the Rear Detachment Commander or a commander's representative will contact you. If someone else calls you to report an injury to your spouse, call the Company Commander or the Rear Detachment Commander immediately to verify the information!!!

### **What if you have an emergency?**

If a serious problem develops while your spouse is deployed, contact one of the following individuals or agencies immediately:

- Family Readiness Groups
- The Chain of Concern
- Company Commander or Rear Detachment Commander
- First Sergeant or the NCOIC
- Chaplain
- Army Community Services (ACS)
- Family Advocacy Program
- Consumer Affairs/Financial Assistance Program (CAFAP)



The military defines an emergency as follows: An EMERGENCY is the DEATH of, INJURY to or CRITICAL ILLNESS of an IMMEDIATE family member. CRITICAL INJURY or CRITICAL ILLNESS is defined as potentially causing permanent disability or death.

IMMEDIATE family is defined as: wife, husband, parent/s, children, grandparent/s-who raised you or your spouse in place of parents, or guardian/s. The commander may determine that other individuals qualify as IMMEDIATE family members, depending on the nature of the emergency.

**The Commander or Rear Detachment Commander will maintain continuous contact with the unit and will pass on urgent messages to the unit for delivery to your spouse. If your spouse's presence is required at home and it is confirmed by an appropriate military professional (Doctor, Red Cross etc.), we will expedite getting your deployed spouse home to you. As soon as the emergency passes, your spouse may be required to return to his unit.**

## 2 Preparing the Family for Deployment

---

Being a military family affords pride in serving one's country as well as providing many rich and new experiences; yet, military families do experience problems related to their unique lifestyle.

Pressures and frustrations often result from:

- Lengthy separations or deployments.
- Single parenting during spouse's absence.
- Separation from friends and families.
- A strained military budget.
- Constant adjustment to varying duty schedules.
- Career changes at retirement.

Military Families can encounter problems from time to time. Pressures can become so great that many areas of life are affected. The military provides a number of agencies to assist families to cope with the stresses unique to their lifestyles.

**Asking for help is not a sign of weakness!** It shows that you are concerned about your family and are willing to take actions to solve your problems.

Deployments affect so many areas of the family it is hard to know what and who to focus on and when. The following information links will give you a good head-start regarding how to get the family ready for the temporary separation.

### 2.1 Deployment and Unaccompanied Tours

#### WHAT IS A DEPLOYMENT?

Deployment is the movement of a unit from this installation to an exercise area or to the site of an actual mission for:

- Short-term training.
- Extended temporary duty (TDY) of 4 to 6 months.
- Peace Keeping
- Peace Support
- War.

#### WHAT IS AN UNACCOMPANIED TOUR?

Your spouse may be assigned to a location for an extended period of time and not allowed to move family members.

Adapting to this major separation is accomplished by

- Ensure that you have a valid Power of Attorney (POA) that will allow you to handle any financial matters to include: paying bills, filing taxes, picking up your spouses LES and any other special financial or medical issues your family may have.
- Attending outbound briefings with your spouse for important information.
- Participate in your unit's existing Family Readiness Group.
- Continuing to rely on your spouses previous unit for military support
- Your spouse's unit here in CONUS is responsible for providing assistance for most military matters. **DO NOT HESITATE** to contact them.

In addition, the Battalion has a Command Financial Specialist (CFS) who will assist family members on financial matters during deployments and temporary duties (TDYs).

## 2.2 The Stages of Separation

Denial, anger, guilt, depression and acceptance are emotions that military families experience as soldiers prepare to deploy and then leave. Knowing those feelings are normal can help families cope. There is no denying the military lifestyle, especially unexpected deployments, can disrupt the family unit.

As soldiers prepare to deploy and leave, military families experience the following feelings:

**1. Denial/Shock:**

Disbelief  
Numbness

**2. Anger:**

Frustration with preparation demands  
Feeling guilty about spouse's departure  
Resentment of military, spouse, job

**3. Guilt:**

Guilt for not saying or doing more before deployment  
Children feel they caused the departure

**4. Depression:**

Intense sadness  
Fatigue  
Loss of appetite  
Withdrawal from routine

**5. Acceptance:**

Realize and accept the situation  
Resolve to continue on positively  
Confidence in handling day-to-day living  
Awareness of increase in self-esteem, personal abilities  
These stages occur in a universal order; however, slidebacks to previous stages can be triggered by a number of causes. Individual situations and types of deployment can influence the intensity and duration of each stage.

**Knowing these feelings are normal can help families cope.**

These stages normally occur in the order above; however, setbacks to previous stages can be triggered by a number of causes.

Individual situations and types of deployment can influence the intensity and duration of each stage.

## 2.3 Managing Separation

- Take good care of yourself. Stay safe.
- Make sure you eat right.
- Shop and cook for nutrition.
- Get enough rest.
- Make time for physical exercise--walk daily, join an aerobics class, jog, bowl, etc.
- Treat yourself to a special outing--dinner, a movie, a shopping trip, or a night out. You deserve it!
- Don't go on spending binges, or run up a large phone bill.
- Help manage stress by setting aside time to do something that you enjoy every day.

- Avoid trying to do everything yourself.
- Take advantage of military community support. Call people in your FRG when you need to talk.
- Contact family, friends, neighbors, and spouses of other deployed soldiers whenever you need practical or emotional support.
- Set goals.
- Get involved in:
  1. An activity.
  2. A hobby.
  3. A project.
  4. Church.
  5. Volunteering.
- Talk about your feelings, doubts, and fears with a trusted friend, neighbor, co-worker, or other spouses.

NOTE: Seek professional help if you feel overwhelmed by your emotions, or if you suspect that someone in the family is having emotional problems.

## 2.4 Preparing Yourself -- Hints for Spouse

### How to Manage Separation

Take good care of yourself. Make sure you eat right. Shop and cook for nutrition. Get enough rest.

Make time for physical exercise – walk daily, join an aerobics class, jog, bowl, etc.

Treat yourself to a special outing – dinner, movie, shopping trip, night out. You deserve it!

Help manage stress by setting aside time to do something you enjoy every day.

Avoid trying to do everything yourself.

Take advantage of military community support.

Contact family, friends, neighbors, and spouses of other deployed soldiers whenever you need practical or emotional support

Set goals. Get involved in some activity, hobby, project, church – volunteer.

Talk about your feelings, doubts, fears with trusted friends, neighbors, co-workers, etc.

### Keep in Touch

You can help encourage a feeling of togetherness in the family during deployments by keeping the lines of communication open. Possibilities include:

**Letters.** They're inexpensive, they allow you to think about what you'd like to share, and they can be "personalized" for individual family members.

Share feelings directly

Write as if writing a journal or diary

Express affection and appreciation

Answer and ask questions

Be honest (share how you managed the bad news)

**E-mail.** Inexpensive and fast. (not secure as letter mail) If available.

**Phone calls.** They're more direct and personal, although they can be inconvenient and expensive. (Always know the cost of each call so you can budget.) Get a phone card to help monitor costs and manage your budget.

**Pictures (including photographs and artwork by children).** They can be easily carried, proudly displayed, and looked at often, helping family members remember each other.

**Tape recordings and video cassettes.** They offer realism and can be played regularly, although they require special equipment. Hearing voices can make the absent one seem more real, closer, interested. Let children make a tape.

**Calendar Tag.** Send a small fold-over calendar back and forth in letter. Deployed parent and child can take turns marking off the days.

- Resolve family problems before the separation, otherwise they'll be there and worse at reunion.
- Express your feelings and encourage others to do the same ("I love you," "I'm frightened").
- Recognize that anger is OK, but don't take it out on your spouse or your children.
- Plan a family activity or a special family time without distractions.

- Work through the following "Family Member Checklist" to cut down on potential household management problems.
- Set personal goals to meet during the deployment.
- Attend the unit predeployment briefing.

## 2.5 Preparing Children

**Children** are likely experience the same psychological patterns as their parents, due to their own feelings of loss and their awareness of the overall emotional situation.

**Children** often test parents to find out if they will bend more when the spouse is gone, particularly at the time of departure and again upon return.

**Some spouses** overcompensate for their mate's absence by becoming permissive and/or overprotective with their children. Rules once iron-clad, now change. Some decisions are harder to make alone.

**Children** need stability. Look at it this way, if one of the two most important people in your life were constantly coming and going, here two weeks, gone four to eight months, home two days, wouldn't your security be shaken a little? Imagine what it does to children.

**Insecurity**, loss of status, and change in routine all has up to two complex emotions: hurt and anger, which are usually directed at the returning parent.

**Children** express their feelings in different ways, and their outward behavior is not always a good reflection of what's going on emotionally. Some children cover up their true feelings, others are more open.

- Spend time explaining at the child's level – Why? Where / With whom? How long will parent be gone?
- Sit down with the whole family and talk about feelings. What will happen when the parent is gone and how will it be different when she / he returns?
- Let older children share their opinions of previous deployments with younger children and how they felt.
- Dad / Mom: Spend time individually with each child – just the two of you.
- Take a picture of each child with dad / mom.
- Consider enrolling youth in activities (or more activities than before). Scouts, bowling, arts & crafts classes, youth sports, tours, etc. are all good choices. The YS Booster Club can help pay registration fees for YS activities (for those that qualify).

## 2.6 Ideas for Managing Children

Dealing with all these problems requires the honest expression of feelings in the family, even if there are no apparent conflicts, the following are recommended to make separations easier:

**Talk** about feelings. All feelings are O.K.

**Keep busy** during the separation.

**Maintain** the same rules for the children. They need the stability of unbroken routines.

**Encourage** letter writing, sending pictures, artwork, and school work. Absent parent needs to write separate letters to each child – each needs direct communication.

**Plan** special outings regularly for something to look forward to.

**Keep** in touch with teachers and other youth leaders to work together on changed behaviors or developing problems.

**Contact** Youth Services about youth support groups, where kids talk with support each other.

## 2.7 Child Care

Child Development Services (CDS) offers several options to help you care for your children. Child development Centers (CDCs) offer child care at specific centers on and off Ft. Lewis. Family Child Care (FCC) provides a family atmosphere at carefully selected applicants homes. School Age Services (SAS) bridges the gap between home and school by offering convenient and safe locations at Hillside Elementary School and the Youth Center for children to spend their after school hours. The staff at the Referral Office can assist in finding available child care on Fort Lewis and in the community and



the Central Registration staff will register your child(ren) in a child care system Call 967-294 to make an appointment or visit Bldg. 2410 Stryker Ave.

• Child Development Services		Hours
• <b>SPS Referral Office</b>	<b>253-967-2494</b>	<b>0800-1630</b>
• Clarkmoor Child Development Center, Bldg. 2095	253-967-2300	0600-1800
• Madigan Child Development Center, Bldg 2015	253-967-2800	0600-1800
• Family Child Care	253-967-7364	0800-1730
• School-Age Services	253-967-4700	0600-0900 and 1400-1800

## Baby-Sitting List

Child Development Services (CDS) provides a list of certified baby-sitters.

Children must be registered with CDS.

Contact CDS Central Registration, Building 2410 Stryker Ave, at 253-967-2494

## Emergency Family Child Care

Army Community Service (ACS) maintains a Crisis Parent File in coordination with CDS.

Contact ACS 253-968-4159, CDS Central Registration at 253-967-2494, or Family Child Care (in-home Child Care Providers) at 253-967-7364, for more information and help.

## Child Abuse and Neglect

The additional stress on a parent, when the soldier is not available to help with children, can mount to the breaking point quickly. Don't get to the point where you abuse or neglect your children. Seek help. The Family Advocacy Program is the Army's program to prevent spouse and child abuse, to encourage the reporting of all instances of abuse, and to treat all family members affected by or involved in abuse so that those families can be restored to a healthy state. For more information call 253-968-4159

Report suspected cases of child abuse or neglect to the proper agency.

On Fort Lewis, failure to report abuse or neglect is a punishable crime.

### On-post assistance

• Family Advocacy Program (FAP)	253-968-5940
• Preventive Intervention Program	253-967-4159
• Madigan Army Medical Center (MAMC)	253-968-1111 (duty hours only)
• Military Police	911
• Chaplains	253-967-3126
• Child Abuse and Neglect	253-968-4160
• Foster Child Care	253-967-5940

### Off-post assistance

• Washington Hotline	800-435-7276
• Washington Department of Protective and Regulatory Services: P.O. Box 45480 Olympia, WA 98504-5480	360-413-3209

## Child Abuse and Neglect Prevention

Steps to take before child abuse occurs:

- Make contact with other spouses to share concerns and experiences.
- Participate in social outings.
- Develop a chain of concern within unit before deployment.
- Visit the Lane Volunteer Center, which offers many types of classes.
- Take “time away from kids” while soldier is deployed.
- Free baby-sitting for junior enlisted families at CDC.
- Family members should share their time and talents with the many organizations on Ft Lewis that need volunteers.
- Mothers Day Out Program.

## 2.8 Sole and Dual-Parent Deployments

Families with both parents in the military must carefully plan for their children:

- Always have your approved Family Care Plan ready.
- Give the person caring for your child a Power of Attorney for medical care.
- Make financial arrangements for all the extra child-related expenses.
- Make sure the Rear Detachment Commander has easy access to your Family Care Plan, documents, etc.

## 2.9 Safety and Security

Crime and the fear of crime influence how you live. The best way to fight crime is for neighbors to work together and focus on prevention. Preparation and prevention make it more difficult for criminals to victimize you and your family members.

Crime is a local problem and is best deterred through locally organized groups of neighbors and residents within housing areas. Many communities have active Neighborhood Watch protection programs, where neighbors look out for each other's property and safety. Check with your military police to see if your community has such a program. If so, join up. If there isn't one, help start one.

**Get together with the neighbors on your block, surrounding streets, or in your building. If you live on post, check with your building coordinator or village mayor. Share crime prevention information. Exchange work and home telephone numbers with your closest neighbors. Keep each other posted on daily schedules and when you are away. Let your neighbors know about scheduled repairs or deliveries. When neighbors spot suspicious people or vehicles in the area, they can call the military police or the local police. Information and awareness can prevent crime in your Neighborhood Watch area.**

**IMPORTANT: The Rear Detachment Commander AND the Public Affairs Office (PAO) must first approve all newsletters and correspondence sent out to families. NO EXCEPTIONS!**

**This is to prevent the accidental release of sensitive information and is important to your husband's safety.**



## Crime Prevention Tips

If your spouse is deployed, don't advertise it. Do not make it public knowledge that your spouse has been deployed. Tell children to do the same.

Instruct your children in how to answer the telephone or door. Teach them to say: "Mom or Dad can't come to the phone. I'll have them call you back."

Teach children how to call the police or a neighbor. Make sure they know their own home address and telephone number.

ALWAYS lock your doors, even if you are only going out for a few minutes. Also make sure that you keep the garage, basement, patio, and storage areas locked. Check all areas periodically.

If you live in government housing, are the doors to your stairwell secure? Are they consistently locked? If not, contact your building coordinator.

Ask a neighbor to collect all mail, flyers and newspapers while you are away. You do not want these materials piling up outside your door or in your mailbox. Stop all mail and parcel deliveries until you return.

Be cautious of door-to-door sales people and solicitors. If possible, conduct the conversation at the door. Be careful of whom you invite into your house. If you invite a solicitor in, DO NOT leave him/her unattended in your home.

Screen repair-persons and all solicitors to make sure they are legitimate. Check to make sure a repair visit or an appointment is scheduled. If possible, install a peep-hole in your door. If you cannot install one, use a window to observe who is at your door.

Remember, disguises and uniforms are easily obtained. Before you let workers into your home, make sure there is a legitimate need and check their credentials. Call the firm or organization they claim to represent to verify their identity.

If you suspect or detect someone observing your home, your activities or those of your neighbors, report it immediately to the police.

Be especially careful when out and about. Park in well lit areas where there are many people. Always be aware of your surroundings. Use particular caution while using ATM machines. Try to plan your visits during the day, rather than after dark.

Immediately report suspicious individuals or activities to the military police or local police authorities. Be especially cautious during special events or celebrations in your neighborhood.

**Keep telephone numbers of the military police, city police, and ambulance services next to your telephone. Familiarize yourself with unit, community, and local emergency reporting procedures. Know how to call for police assistance and emergency medical help.**

Contact the police, rear detachment, or MPs for additional suggestions or at the first sign of suspicious activity.

Seek help when you need it!

Know your neighbors (you may need their help on an emergency basis).

The Fort Lewis Military Police (MP) Crime Prevention Section:

- Is the POC for anyone wishing information concerning the security of your home while your spouse is deployed.
- Can give your on post home a security check at any time, including times when you are away.

For information on this type of assistance call 967-3107 and ask for a Crime Prevention Officer.

## 2.10 When the Media Calls

The families of deployed soldiers may find themselves approached by local and national news media representatives for interviews. PAO telephone number is 253-967-0146.

Here are some tips for coping:

- Know your rights.
  - It is your choice whether or not you speak to reporters.
  - If you do choose to speak, remember it is your right to stop at any time.
  - A public affairs representative must accompany Media personnel on-post
- Know the role and purpose of the American press.
  - They are doing a job vital to democracy.
  - Understand that it is not harassment when they call you at home or stop you at the supermarket asking for an interview (only when they persist after having been told “no” does it become harassment).
- Who will hear you.
  - Even family members might have information useful to opposing forces.
  - Thanks to technology, the enemy can have access to what you say the moment you say it.
  - On the other hand, when you are enthusiastic about your spouse’s mission, your response can build morale and show American resolve.
- Know your limits.
  - It is best not to talk about anything in which you do not have first hand knowledge.
  - There is nothing wrong with saying “I don’t know” in response to questions to which you have no answer.
  - Do not speculate.
  - **If your spouse calls home with information about the unit’s return or with news about how the mission is going, remember to keep it to yourself.**
  - Combat and training exercises spawn rumors, and some of what they tell you could be:
    - Sensitive.
    - Wrong, or subject to change.

Remember, whatever you say on camera may be on national or international TV today.

## 2.11 Mail

- Mail will be delivered to deployed soldiers during the deployment.
- They will have the opportunity to mail letters to you.
- Family members are encouraged to write often.
- Letters from home boost morale and assurance of the family’s welfare.
- Use any post office or the unit’s mail room to mail letters to your spouse.
- Address letters correctly.
- Your unit will provide you with the mailing address of your spouse prior to each deployment.

### Mail Release

Mail addressed to deployed soldiers can be picked up at the unit mailroom when:

- The soldier fills out a written release.
- The soldier or family member delivers it to the unit mailroom.

Ordinary mail that is not restricted in delivery can be picked up by any family member with a valid identification (ID) card.

### 3 Preparing Family Matters

---

*The following checklists are designed to assist the soldier and his/her family in the event of either training or contingency deployments. Both the soldier and the spouse need to go through these checklists together and review these lists at least annually.*

Spouses manage the family during their sponsor's absence; therefore, it is important that both of you sit down together to answer and discuss the questions in these checklists. You should also prepare personal financial/business files for important documents. It will help you organize your important papers and make handling your family affairs easier.

- ✓ Finance
- ✓ Legal
- ✓ Medical
- ✓ Housing
- ✓ Automobile

## 3.1 Finance Checklist

---

1. Evaluate your financial situation and anticipate future needs. Develop budget before departure.
2. In the absence of your spouse, is the money immediately available on a continuing basis?
3. Has an allotment been initiated to be sent to your home address or directly to the bank?
4. Will the allotment provide enough money to buy all the necessities needed to maintain a household?
5. Do you know the account numbers and the name and address of banks in which you have accounts?
6. Do you know the types of accounts that you have? JOINT ACCOUNTS ARE ESSENTIAL.
7. Do you know the location of the bank checking and/or savings book(s)?
8. Do you have a safe deposit box? Do you know where the key and box are?
9. Are all your credit cards accounted for? Are numbers logged and kept in a safe place? Does your family know the company address? (Notify credit card company immediately of any loss). MINIMIZE CREDIT CARD USE.
10. Are you prepared to take control over checking accounts, know the balance at all times, and never write a check unless certain of sufficient funds in the bank?
11. Do you know all payments that must be made (account numbers, addresses, and phone numbers) and due dates for the following:
  - a. House/Rent
  - b. Telephone
  - c. Water
  - d. Electricity
  - e. Trash collection
  - f. Insurance
  - g. Taxes
  - h. Gas
  - i. Credit debts
  - j. Other debts
12. Do you know who to contact if the allotment check does not arrive?
13. Are all bank accounts in both names (saving and checking)?
14. Are credit cards in both names?
15. Do you know that Army Emergency Relief (AER) can assist in financial crisis (rent, food, etc.)?
16. Do you know what a Leave and Earnings Statement (LES) is? How to read one?

To avoid financial burden, have direct deposits to a bank and checking accounts in both names. Ensure that your bank will accept a Power of Attorney. The following banking information should be kept on hand.

- Name of bank(s)
- Bank(s) phone number
- Bank(s) address
- Checking account numbers
- Savings account numbers
- Allotments

Do you know:

- How deposits are made?
- How to balance your checkbook?
- How to read a bank statement?
- How to write checks?
- How to order more checks?
- What service charges are?
- What minimum balance means?
- What allotments are taken and where they go?

If you answered "No" to any of these questions, call ACS (967-3525) and set up an appointment with Consumer Affairs/Financial Assistance Program Manager or your spouse's Unit Command Financial Specialist (CFS).

---

## MONEY MANAGEMENT SUGGESTIONS

1. Budgeting and Financial Counseling: Consider making or re-doing your budget. Plan for the loss of separate rations during some deployments. Contact the Army Community Service (ACS) office in your Community. They will assist you in working out a family budget plan. Call: 253-967-7166
2. Banking: Arrange for automatic payments of loans, car payments, mortgage, and transfer to savings through allotment. Balance the checkbook. Make joint accounts. Put important documents in a safety deposit box (make sure it is in joint names), and leave keys behind with spouse.
3. Direct Deposit to the Bank: Open a JOINT checking account if you do not already have one. All married soldiers are strongly encouraged to maintain a joint checking account with their spouses. The soldier then needs to go to PAC and fill out the paperwork necessary to ensure that his paycheck is direct-deposited into this joint bank account. This is the safest, fastest and easiest way to make sure you get your money.
4. Credit Cards: Keep plastic money to a minimum. Credit cards can give you a false sense of wealth. You can quickly get into deep financial difficulty if credit cards are not used with care.
5. Allotments: They guarantee that a certain amount of money will always be deposited into your account. If you need to take casual pay for any reason - such as emergency leave - your allotment will remain secure. Allotments will safeguard funds needed by your family.
6. Life Insurance: Review your current life insurance coverage and make sure that none of your policies (other than SGLI) contain a war clause. This ensures that the beneficiaries for all policies are correct, and that the premiums will cover the intended family members during the soldier's absence.
7. Power of Attorney: Service members should provide their spouses with special power of attorney to obtain copies of Leave and Earnings Statement (LES) and enable them to deposit or cash US Treasury checks. Also, when your sponsor is absent, a general power of attorney is required to request emergency financial assistance (AER). Your bank may require a separate power of attorney. Check with the Legal Assistance Office to obtain POA forms.
8. Pay Issues: Consider authorizing your spouse to receive Leave and Earning Statements (LES) during deployment. Contact Rear Detachment in case there is a pay or other financial problem.
9. Financial Aid Programs: Army Emergency Relief (AER) [AEROFFICE@forscom.army.mil](mailto:AEROFFICE@forscom.army.mil) (967-8952) provides loans and grants under emergency conditions. If they cannot help they may refer you to the Red Cross, but you must start with AER.

## FINANCIAL MANAGEMENT COUNSELING

This program helps soldiers and families design a basic budget. Financial Readiness and Consumer Affairs is located at Building # 2140, at Waller Hall. Hours of operation are: 0730 - 1630 Monday thru Friday 253-967-7166

Services are related to the following areas of interest and concern:

- Personal Finance.
- Money Management.
- Financial Planning.
- Housing.
- Consumer Economic Area:
  - Decision-Making.
  - Resource Management.
- Insurance:
  - General Principles.
  - Types of insurance.
  - Determining Insurance Needs on a case by case basis.
- Credit:
  - Credit Cards.
  - Consumer Loans.
  - Credit Bureau.
  - Over-indebtedness and bankruptcy (legal assistance).
- Counseling:
  - Support Groups.
  - Referral Agencies.

## **FINANCE OFFICE**

Finance and Accounting Office (FAO) provides information concerning a soldier's pay to the rear detachment. If a problem arises, such as a non-deposit of funds at the bank, contact the rear detachment commander.

In planning a budget, remember that separate rations may be taken from the soldier's pay if the soldier receives per diem pay for the time of deployment.

## **FINANCIAL DIFFICULTIES**

If financial difficulties arise while spouses are away, contact the rear detachment so the soldier can be contacted. Family members also can contact the unit Command Finance Specialist (CFS) or go to Army Emergency Relief (AER) (253-967-9852) [AEROFFICE@forscom.army.mil](mailto:AEROFFICE@forscom.army.mil) or after duty hours they can contact the Red Cross (1-888-273-7337) [REDCROSS.ORG](http://REDCROSS.ORG) for assistance if problems arise.

## **FINANCIAL SUPPORT FOR SPOUSES**

Ways of providing financial support to spouses during deployment are:

- Soldiers should establish a joint checking or savings "direct deposit" account that is maintained by the spouse.
- Beware; due to distance and difficulty of communication, a check overdraft may occur if both soldier and spouse write checks drawn on the same account.
- Therefore, the soldier should consider opening a separate checking account in addition to the joint account.
- The soldier may elect to start an allotment to the separate checking account or have the spouse make monthly deposits to the account.
- Ensure the allotment covers all the expenses necessary to run a household.

Direct questions concerning military pay to the Financial Assistance Office serving the rear detachment.

## **BAS AND SEPARATE RATIONS**

Basic allowance for subsistence (BAS) and separate rations may be reduced for the period of deployment if the soldier receives per diem pay. Soldier's pay is decreased accordingly.

## **SEPARATION ALLOWANCE**

If deployed or TDY for more than 30 days, a soldier with qualified dependents receives a daily separation allowance. Upon his return, the soldier applies for separation allowance through the unit Personnel and Administration Center (PAC). In the case of an actual wartime deployment, separation allowance will be started during the soldier's deployment.

## **BAQ**

Basic allowance for quarters (BAQ) is not terminated if soldier is deployed.

## **FAMILY MEMBERS' FINANCE INFORMATION**

Family members:

- Can contact the rear detachment for information on pay.
- Cannot obtain casual pay.
- Can go to the unit Command Finance Specialist (CFS) or Army Emergency Relief (AER) (253-967-9852) [AEROFFICE@forscom.army.mil](mailto:AEROFFICE@forscom.army.mil) during duty hours or Red Cross (1-888 -273-7337) [REDCROSS.ORG](http://REDCROSS.ORG) after duty hours for assistance if problems arise. Please try the unit CFS first.

## **FOREIGN DUTY PAY**

All enlisted soldiers deployed to an area that qualifies as Foreign Duty receive Foreign Duty Pay according to their rank.

## **DANGER PAY / HOSTILE FIRE**

All soldiers deployed to areas that have been declared as imminent danger or hostile fire zone qualify for danger pay.



## 3.2 Legal Checklist

---

1. Are your family's ID cards up to date and valid until after your soldier's return from deployment?
2. Do you know how to obtain new ID cards?
3. Has the sponsor executed a Power of Attorney so that your family can take necessary action on important family matters during the soldier's absence?
4. Do you know where your Power of Attorney is?
5. Do you have the birth certificates of all family members?
6. Do you have a copy of your marriage certificate?
7. Do you have copies of any adoption papers? Know where they are?
8. Do you have a social security card? (If not, get an application from the Post Office).
9. Do you have copies of your federal and state tax records?
10. Do you know where all your insurance policies are?
11. Do you know where any stock, bonds, or securities that you own are kept?
12. Do you know where any deeds or mortgages are?
13. Have you safeguarded all your important papers?
14. Do you understand the following regarding contacts?
  - a. Never sign any contract without reading. EVER!
  - b. Ask a legal assistance officer to read any contract.
  - c. Never believe verbal promises, which are not written into the contract. Don't agree over the phone.
  - d. Never buy on credit if you can obtain a cheaper loan elsewhere.
  - e. Don't buy at all if the purchase is not necessary.
15. Has the sponsor filled out the necessary paper work authorizing the spouse to sign for on-post housing, should it become available during the sponsor's absence?
16. Do you and your spouse have wills and are they up to date?
17. Do you know where the wills are?
18. These vital documents should be readily available to family members at all times:
  - Current Identification Card
  - Marriage Certificate
  - Birth Certificate
  - Automobile title/registration
  - Will(s)
  - Power(s) of Attorney
  - Insurance policies (life, auto, etc.)
  - Letters of adoption
  - Letter of naturalization

---

### LEGAL ASSISTANCE

All 29<sup>th</sup> soldiers and family members may obtain legal assistance by calling 253-966-7526 or visiting building 2027.

### POWERS OF ATTORNEY

Powers of Attorney (POA) are prepared free of charge, on post, through the Staff Judge Advocate's Office. A General Power of Attorney authorizes the individual designated to take almost any action the person giving the POA could take. The following is an example of a Voluntary Appointment of Guardian Power of Attorney. There is no requirement for businesses or individuals to honor the POA.

### WILLS

Wills are highly recommended and are prepared free of charge in the Legal Assistance Office. Wills are a good idea for all family members.

**GENERAL POWER OF ATTORNEY  
Voluntary Appointment of Guardian**

This is a MILITARY POWER OF ATTORNEY prepared pursuant to Title 10, United States Code, 1044b, and executed by a person authorized to receive legal assistance from the military services. Federal law exempts this power of attorney from any requirement of form, substance, formality, or recording that is prescribed for powers of attorney by the laws of a state, the District of Columbia, or a territory, commonwealth, or possession of the United States. Federal law specifies that this power of attorney shall be given the same legal effect as a power of attorney prepared and executed in accordance with the laws of the jurisdiction where it is presented.

KNOW ALL PERSONS BY THESE PRESENTS, that I, «NAME», Social Security Number «SSN», of the state of «STATE\_OF», do make, constitute, and appoint «APPOINT», whose present address is «PRESENTLY\_OF», my temporary true and lawful attorney-in-fact and as temporary Guardian of my children to do the following acts or things in my name and in my behalf:

To act in loco parentis for the hereinafter named child(ren), to perform any and all acts as fully to all intents and purposes as I might or could if personally present, to authorize and provide for their care, maintenance, well being, discipline, education, and health, included but not limited to, authorizing any and all medical care and treatment regardless of whether on an emergency basis, or for routine care, including any and all major surgery deemed necessary by a duly licensed staff physician at any military or civilian hospital, whether within or without the territorial limits of the United States; to register my said child(ren) in school, and to grant or to withhold, as my said attorney shall deem appropriate, permission to participate in school activities

«CHILDREN»

GIVING AND GRANTING individually unto my said attorney full power and authority to do and perform all and any act, deed, matter and thing whatsoever in and about any of the aforementioned specified particulars as fully and effectually to all intents and purposes as I might and could do in my own person if personally present; and in addition thereto, I do hereby ratify and confirm each of the acts of my aforesaid attorneys lawfully done pursuant to the authority herein above conferred.

I hereby give and grant unto my attorney full power and authority to do and perform each and every act and matter concerning my estate, property and affairs as fully and effectually to all intents and purposes as I could do legally if I were present.

I hereby authorize my attorney to indemnify and hold harmless any third party who accepts and acts under or in accordance with this power of attorney.

I intend for this to be a DURABLE Power of Attorney. This Power of Attorney will continue to effective if I become disabled, incapacitated, or incompetent.

I direct my attorney-in-fact to seek legal counsel in order to determine the existence of legal requirements, such as required filing or placement of notices, which may affect the validity of this document.

I HEREBY RATIFY all that my attorney shall lawfully do or cause to be done by this document.

This Power of Attorney shall become effective when I sign and execute it below. Further, unless sooner revoked or terminated by me, this Power of Attorney shall become NULL and VOID on «EXPIRATION»

I SPECIFICALLY DIRECT THAT THIS POWER OF ATTORNEY shall not terminate on disability or incapacity of the principal.

In the event of my death I wish to revoke this document or at anytime I desire.

IN WITNESS WHEREOF, I sign, seal, declare, publish, make and constitute this as and for my Power of Attorney in the presence of the Notary Public witnessing it at my request this date, «TODAYS\_DATE».

\_\_\_\_\_  
«NAME»

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

STATE OF WASHINGTON  
COUNTY OF PIERCE

I, the undersigned, certify that I am a duly commissioned, qualified, and authorized notary public. Before me personally, within the territorial limits of my warrant of authority, appeared «NAME», who is known by me to be the person who is described herein, whose name is subscribed to, and who signed this Power of Attorney as Grantor, and who, having been duly sworn, acknowledged that this instrument was executed after its contents were read and duly explained, and that such execution was a free and voluntary act and deed for the uses and purposes herein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my official seal on this «TODAYS\_DATE».

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

### 3.3 Medical Checklist

---

1. Are all the immunizations (shots) for each family member up to date?
  2. Are all health and dental records for each family member easily located?
  3. Do you know how to contact the right medical assistance if needed?
  4. Do you know a reputable baby-sitter?
  5. Do you know where the nearest military Medical Center is located?
  6. Do you know about TRICARE?
  7. Do you know how to use TRICARE?
  8. Do you have family members with special needs? (for example: disability, pregnant, broken bones)
  9. If so, have you informed the unit commander of these needs?
  10. Do you know Army policy on dental care?
  11. Are all family members enrolled in DEERS?
  12. Are you familiar with all medical allergies of family members?
  13. Are all family members enrolled in TRICARE?
-

## 3.4 Housing Checklist

---

1. Do you know the location of the following:
  - a. Electrical control box (fuse/circuit breakers) to include provisions for replacing fuses when required?
  - b. Water control valve (for shutting off) in case of emergencies (broken pipes, leaking pipes, freezing weather)?
  - c. Gas control valve (for shutting off) in case of emergencies (leaking gas, fire, etc.)?
  - d. Do you have the name and phone number of an electrician, plumber, Housing Office, etc., to notify in case repairs are needed?
2. Do you have a set of duplicate keys for the house?
3. Where is your family going to reside while your soldier is deployed?
4. If planning to apply for government housing on Fort Lewis, do you qualify? How long is the wait, etc.?
5. If you are currently residing in government quarters, how does the deployment affect your status?

\*Ensure that the sponsor fills out the necessary paperwork authorizing the spouse to sign for on-post housing, should it become available during the sponsor's absence

---

### HOUSING PROBLEMS

Chief	253-967-4512
Chief Customer Service	253-967-4082
Work Order Desk	253-964-8844

### POSSIBLE EVICTION

When landlords threaten to evict:

- Talk to the landlord.
- Explain the situation.
- Ask if he or she is willing to wait for the rent, and offer a partial payment.
- Seek counseling from your Rear Detachment Commander
- Eviction protection may be available under the Soldier's and Sailors' Civil Relief Act, as amended in 1990.

### LEASES

Call the Legal Assistance Office for appointments to answer questions concerning leases.

Breaking a lease:

- Before "breaking" a lease or entering into a new lease, soldiers and family members should seek legal advice from the Legal Assistance Division, Office of the Staff Judge Advocate.

### Termination notices:

- Notice should always be in writing.
- The majority of leases require a 30-day written notice of intent to vacate premises.

### Security deposits

Washington law requires that within 30 days after you vacate the premises, the landlord must do one of the following:

- Return your security deposit if you leave the premises in good order, without damage, and provide a forwarding address; or give a written notice of deduction from your security deposit.

### MILITARY CLAUSES

- Any written lease that you sign should contain a military clause.
- A military clause permits you to move pursuant to orders without incurring liability for the entire period remaining on the lease. Generally, military clauses only apply to permanent change of station (PCS) or expiration term of service (ETS) moves not to temporary duty stations.

## 3.5 Automobile Checklist

---

1. Are you familiar with the responsibilities of owning an automobile (for example, license, insurance, etc.)
  2. Do you know the name and address of the company that is financing your personal vehicle?
  3. Do you have the vehicle's title or know its location?
  4. Do you have the vehicle's registration?
  5. Do you have the automobile's insurance policy?
  6. Are family members insured to drive? Where is the proof of insurance?
  7. Do you have the renewal date for the license plates/tabs?
  8. Are family members insured to drive?
  9. Does each family member have a valid state driver's licenses? When does it expire?
  10. Is your automobile in good operating condition, and do you know where to go for repairs?
  11. Do you know what repairs are covered by warranties?
  12. Do you have duplicates for all keys? Where?
  13. Can you make emergency repairs on the car if the situation arises (overheating, flat tire, dead battery, etc.)?
  14. Do you know the following:
    - a. Gasoline type?
    - b. Oil brand?
  15. Do you know when the following is needed:
    - a. Oil Filter Change?
    - b. Tune-Up?
    - c. Tire balancing, rotation, and alignment?
  16. Have you made arrangements, if not licensed to drive, to have transportation available? Budgeted for taxi and bus?
- 

There are several ways in and around the Ft. Lewis area. POV is by far the easiest. Military Taxi (967-8294) provides free transportation between work areas. Other taxi services will transport you on and off post to surrounding areas. Busses run in the surrounding areas with stops at Ft. Lewis and Madigan. Check your local residence area for more information.

### **AUTO INSURANCE**

You can save money on auto insurance by canceling your collision insurance on a car left on post or in storage for the duration of the deployment. Call your insurance agency for more information.

## 3.6 Comprehensive Documents Checklist

As a military spouse, it is very important for you to have certain documents in your possession. If you are required to take full responsibility for your family due to a deployment, these documents will assist you. Much of this information you already have. **You and your spouse need to collect the below listed documents and information and store them in a safe, easily accessible place.**

✓	DOCUMENTS
	<b>Financial</b>
	Last LES (Leave and Earnings Statement)
	All Insurance Policies: <ul style="list-style-type: none"> <li>• Life (<i>government and civilian</i>)</li> <li>• Auto</li> <li>• Fire/Homeowner/Renter</li> <li>• Other</li> </ul>
	US Savings Bonds, Stocks, Securities
	State and Federal Tax Records
	<b>Personal Records</b>
	Birth Certificates for: <ul style="list-style-type: none"> <li>• Spouse</li> <li>• Yourself</li> <li>• Children</li> </ul>
	Marriage Certificate
	Armed Forces ID Cards for all family members (10 years or older)
	Social Security Cards
	Sponsor's Social Security Number
	Family Phone List - Current addresses and telephone numbers for immediate family members-yours and your spouse' (fathers, mothers, children, brothers, sisters) in case of an emergency.
	School Registration Forms
	<b>Legal</b>
	Power of Attorney ( <i>several copies</i> )
	Wills (Sponsor and Spouse)
	TDY and /or PCS orders ( <i>several copies</i> )
	<i>Divorce Decree</i>
	<i>Adoption Papers</i>
	<i>Citizenship Papers</i>
	<b>Medical</b>
	List of Doctors and Emergency Numbers
	List of Allergies for each member of the family
	Immunization Records ( <i>keep up to date</i> ) <ul style="list-style-type: none"> <li>• All family members</li> <li>• Pets, if any</li> </ul>
	<b>Housing</b>
	Rental Contract
	Home Owner's/Rental Insurance
	Deeds or Mortgages
	<b>Automobile</b>
	Insurance Records
	Car Registration and Title

## 3.7 Identification Cards

The military I.D. card (DD Form 1172, The Uniformed Services Identification and Privilege Card) is the holder's passport to military services across any military installation. Therefore, this document is potentially the most important item a soldier or military family member possesses.

Replacement of a family member's lost, stolen, expired, or mutilated I.D. card requires verification of family member status with the spouse's personnel records.

Verification of family member status and the issue of an I.D. card are both accomplished at the 22nd Personnel Services Battalion (PSB), I.D. card section. The phone number is 253-968-9180

The spouse must bring a copy of the following:

- Marriage license.
- A picture I.D. (driver's license, passport, or someone with a military I.D. card who can identify the spouse).
- Child's birth certificate if applying for an I.D. card for the child.
- A general power of attorney.

If required documentation is not available for verification, a temporary I.D. card may be issued. Temporary I.D. cards are valid for 30 days and are issued on a case-by-case basis.

## 4 Post Deployment

---

### 4.1 Preparing for and looking forward to the Reunion

Reunion is an exciting event, but like separation, it requires making adjustments. Reunion can be both joyful and stressful, as it is a major change that affects everyone. You can help make the adjustments easier by considering:

**Expectations.** Don't expect things to be perfect after reunion. Allow time. Be understanding and enjoy each other's company as much as possible. Remember, open honest communication can help solve any problems or conflicts that arise.

**Role changes.** Roles and responsibilities may never return to "predeployment" status. (People grow and change as time passes.) Plan to discuss responsibilities until roles are clearly defined again.

**Budget changes.** There are bound to be added expenses due to reunion: higher food bills, greater transportation costs, etc. Try to plan for them carefully, and draft a "reunion budget" to help point out new spending limits.

#### ***Some tips to make reunion day a joyous event***

- **Expect the unexpected.** The soldier's arrival is bound to reveal surprises to all. Try to avoid making judgments. Getting reacquainted really can be an adventure.
- **Go slow.** Set aside family time during the first few days rather than planning a busy schedule of events. Even though reunion is exciting, it can be stressful, too.
- **Think before you spend.** In all the excitement there may be a natural tendency to shower each other with expensive gifts and fancy meals. Unless you can afford such luxuries, it's important to try and stick to your budget.

### 4.2 Deployment Recovery

#### **Ideas for Family Members**

- Avoid tight schedules
- Understand the soldier's discomfort, exhaustion
- Allow time to adjust
- Stick to your budget
- Expect unusual feelings

#### **Make it Easier for Children**

- Give them time, too
- Expect them to test limits
- Plan family time
- Plan individual time with returning parent
- Stay involved with school, activities and interests

#### **Make Reunion a Joyful time to Build a Strong Family**

- Create reasonable expectations
- Do not expect things to be perfect after reunion.
- Take time to readjust
- Be understanding and enjoy each other's company as much as possible.
- Communicate your feelings
- Open, honest communications can help solve any problems or conflicts
- Plan to discuss family roles and responsibilities until they are clearly defined.



## 4.3 Post Deployment Stress

Homecoming and reunion of soldiers, friends and family has its own brand of stress. The following techniques may help restore a sense of belonging and control:

- Talk openly about problems.
- Find people who can help with emotional support and day-to-day problem solving (friends, chaplain, social worker).
- Cut big problems into smaller parts and use the step-by-step approach – look for solutions.
- Join social activities (religious, hobby, sports, clubs, etc.)
- Accept some setbacks (emotional, financial, physical, or job-related as typical).
- Avoid excessive self-blame for readjustment problems.
- Don't use alcohol and drugs to escape or forget about problems.

### **Seek Help:**

Family Services counselor/ACS (967-7166)

Your family support group leader

Your unit Chaplain (967-7816) or Post Chaplain (967-0015)

MAMC Social Worker (968-4161)

## **APPENDIX A – FAMILY PHONE GUIDE**

ERROR! BOOKMARK NOT

---

<u>29<sup>th</sup> Signal Battalion Staff</u>	34
<u>Rear Detachment Contact Information</u>	35
<u>Important Phone Numbers – Fort Lewis</u>	36
<u>Emergency Numbers – Fort Lewis</u>	36
<u>Emergency Numbers – Off Post</u>	36
<u>Fort Lewis Abbreviated Phone Guide</u>	37

---

### **29<sup>th</sup> Signal Battalion Staff**

*Phone List Pre-Deployment ONLY*

#### **Staff**

Commander .....	967-3650/6268
Executive Officer .....	967-4563
Command Sergeant Major .....	967-3650/6268
Chaplain .....	966-1451
S-1 .....	967-7671
S-2 .....	966-5727
S-3 .....	967-6770
S-4 .....	967-3721
Staff Duty .....	967-3650

#### **HHC**

Commander .....	967-2965
First Sergeant .....	967-2968

#### **Alpha Company**

Commander .....	967-5893
First Sergeant .....	967-7459

#### **Bravo Company**

Commander .....	967-6767
First Sergeant .....	966-3946

#### **Charlie Company**

Commander .....	967-3629
First Sergeant .....	967-2694

#### **Delta Company**

Commander .....	967-2307
First Sergeant .....	967-4052

**Rear Detachment Contact Information**

Commander .....	966-5363/967-5893
1SG .....	966-5362/967-7459
XO.....	967-7333
Staff Duty/CQ.....	967-3650/967-7738

## Important Phone Numbers – Fort Lewis

American Red Cross EAMC (Ft Lewis office).....	967-7686
(Madigan office) .....	968-1055
(Emergency message, toll free).....	1-877-272-7337
Army Community Service.....	967-7166
Army Emergency Relief.....	967-9852
Child Care Center .....	967-2494
Chaplain (24 hours).....	967-0015
Commissary.....	967-5792
DEERS.....	967-5065
Waller Hall – Soldier Welcome Center.....	967-4873
Exceptional Family Member Program .....	968-0255
Family Advocacy.....	968-4159
Family Housing .....	967-4512
Family Life Chaplain.....	967-1723
Hospital (Madigan Army Medical Center).....	968-1110
Legal Assistance.....	966-7526
Post Office .....	471-6133
PX – Main Exchange.....	964-3161
Religious Information Center .....	967-4849
Tri-Care .....	1-800-404-4506
Youth Activities .....	967-5924

## Emergency Numbers – Fort Lewis

Ambulance.....	911
Military Police.....	911
Fire.....	911
REAR DETACHMENT (During Brigade Deployment) .....	967-6264
Poison Control .....	1-800-732-6985
Madigan Emergency Room .....	968-1390
PW Emergency Work Order .....	967-3680
707th ORD Company (EOD).....	967-5507

## Emergency Numbers – Off Post

### POLICE

Olympia .....	360-753-8300
Puyallup.....	253-841-5415
Lakewood .....	253-798-4200
Tacoma.....	253-798-4721
Lacey.....	360-459-4333
DuPont .....	253-964-8414

### FIRE

Olympia .....	360-753-8348
Puyallup.....	253-845-666
Lakewood .....	253-582-4600
Tacoma.....	253-591-5737
Lacey.....	360-491-2410
DuPont .....	253-964-7060

### HOSPITALS

Allenmore .....	253-403-2323
Tacoma General .....	253-403-1000
Saint Joseph .....	253-426-4101
Good Samaritan (Puyallup) .....	253-848-6661
Providence Saint Peter (Olympia).....	360-491-9480

## Fort Lewis Abbreviated Phone Guide

Fort Lewis Emergency .....	911
Alcohol and Drug Program .....	967-2202
American Red Cross 24 Hour Line .....	1-877-272-7337
Fort Lewis .....	967-7686
Madigan .....	968-1055
Arts and Crafts Center .....	967-5746
American Lake Club .....	967-2401
Army Emergency Relief (AER) .....	967-9852
Army Community Services (ACS) .....	967-7166
Financial Assistance .....	967-3525
Loan Closet .....	967-3635
Army Community Health Nursing Service .....	968-4382
Army Family Team Building .....	967-2382
Billeting/Lodge .....	967-2815
Chaplain .....	967-1723
Child Abuse Hot line .....	968-4160
Child Development Center	
Central Registration .....	967-2494
Beach Wood CDC .....	967-2600
Clarkmoor CDC .....	967-2300
Madigan CDC .....	967-2800
Commissary .....	967-3141
Community Life Program .....	967-5776
Community Mental Health .....	968-3172
Consumer Credit Counseling .....	967-3630
Civilian Personnel Office (Job Information) .....	967-5377
Dental Clinic (Okubu) .....	967-4989
Deployment/Readiness Program .....	967-9705/9704
DOL Transportation Motorpool .....	967-2588
DPCA Commercial Sponsorship Coordinator .....	967-3171
DPCA Private Organization Coordinator .....	967-7166
Education Center .....	967-7166
Equal Opportunity .....	287-6242
Employment Readiness Program .....	967-3538
Exceptional Family Member Program (EFMP) .....	967-3451
Family Advocacy .....	967-5940/5901
Family Housing .....	967-4512
Family Resource Center .....	967-9496
Family Life Center .....	287-6310
Fire Department (Assistant Fire Chief) .....	967-5859
Food Stamp Program .....	967-9704
Fort Lewis Military Police .....	967-3107
Game Warden .....	967-8040
Golf Club House .....	967-6522
Guest Housing .....	967-2815
Health Department .....	968-4479
Hospital – Madigan Army Medical Center .....	968-1111
Emergency Room .....	968-1390
Pharmacy .....	968-2999
Visitor/Patient Information .....	968-1810
Household Goods (Outbound) .....	967-7230
Household Goods (Inbound) .....	967-5093
Housing .....	967-4082
Immunization .....	968-1035
ID Card/Deers .....	967-5065
Legal Aid .....	966-7526

Libraries.....	967-7736
Crittenberger .....	967-2824
Grandstaff .....	967-5889
Madigan Community Library .....	968-2355
Official Travel.....	967-5319
Officer's Club .....	964-0331
Operator Assistance.....	967-1110
Passports/Visas .....	967-7446
Poison Control .....	1-800-732-6985
Fort Lewis Provost Marshal .....	967-3121
Post Engineers .....	967-3191
Post Exchange (PX).....	964-3161
Post Office	
United States Post Office.....	471-6133
Official Military Mail.....	967-4807
Recreation	
Bowling Arena .....	967-6761
Information Tour and Travel.....	967-6169
Nelson recreation center.....	967-2539
Outdoor Recreation .....	967-6263
Paint Ball.....	770-6682
Pacific Beach Resort .....	1-800-626-4414
Riding Club.....	967-2604
Sports.....	967-5390
Re-enlistment Center .....	967-2769
Relocation Assistance .....	967-3628
School Liaison .....	967-7195
Taxis	
Ponders Taxi .....	253-582-3000
AirPorter.....	1-800-562-7958
Military Taxi .....	967-8294
Pierce.....	253-581-3154
United.....	253-531-7498
Yellow Cab .....	253-472-3303
Thrift Shop .....	964-5401
TRICARE.....	967-1124
Transition Point.....	967-2650
Veterinary Clinic.....	982-3951
VA Regional Office.....	967-2970
Welcome Center (Fort Lewis).....	967-4873
WIC Program .....	967-4772
Youth Service .....	967-6525

## Appendix B

## 29th Signal Battalion Honor and Lineage

### Campaigns

World War II  
Normandy  
Northern France  
Rhineland  
Ardennes-Alsace  
Central Europe



- Constituted on 20 March, 1942 in the US Army as the 29th Signal Battalion
- Activated 10 April, 1942 at Camp Gordon, Georgia
- Re-designated 14 May, 1945 as the 29th Signal Light Construction Battalion
- Reorganized and re-designated 15 August, 1949 as the 29th Signal Construction Battalion
- Alloted 31 October, 1950 to the Regular Army
- Reorganized and re-designated 20 October, 1953 as the 29th Signal Battalion
- Activated 1 May, 1983 at Fort Lewis, Washington

*The battalion's Distinctive Unit Insignia depicts an orange and black shield with a telephone pole in the top right hand corner and an X frame in the lower left hand corner which symbolize the battalion's signal construction mission. The battalion's motto, "CLEAR AND OPEN" is a standard telephone operator's phrase indicating that a telephone circuit has been satisfactorily constructed or repaired.*

### 29th Signal Battalion Unit History

<http://www.lewis.army.mil/29thsigbn/>

### "Clear and Open"

The 29th Signal Battalion was constituted on March 20, 1942 in the Army of the United States as the 29th Signal Construction Battalion. The battalion was activated on April 10, 1942 at Camp Gordon, Georgia and later deployed to the European Theater where it participated in numerous campaigns during World War II, to include campaign credit for Normandy, Northern France, Rhineland, Ardennes-Alsace, and Central Europe.

On May 14, 1945 the unit was redesignated the 29th Signal Light Construction Battalion and remained in the European Theater. On August 15, 1949, the unit was reorganized and redesigned in France as the 29th Signal Construction Battalion where it provided communications support during the postwar reclamation. On October 31, 1950, the battalion was integrated into the Regular Army.

On October 20, 1953 the 29th Signal Construction Battalion was redesignated as the 29th Signal Battalion. The battalion was eventually inactivated in the summer of 1963 in France and the colors were retired on August 12, 1963.

On May 12, 1983 the 29th Signal Battalion was activated at Fort Lewis, Washington as the composite signal battalion for I Corps. Today, the 29th Signal Battalion is the largest tactical signal battalion in communications support to I Corps and other major subordinate commands on Fort Lewis. The battalion is a modern, Mobile Subscriber Equipment (MSE) corps area signal battalion that also fields a full complement of Multichannel Tactical Satellite and Radio Teletype systems. During time of war and national emergency, the battalion is task organized as part of the 142nd Signal Brigade (Alabama National Guard).

## Appendix C

## Abbreviations and Acronyms

---

AAFES	ARMY AIR FORCE EXCHANGE SERVICE
AAM	ARMY ACHIEVEMENT MEDAL
AASLT	AIR ASSAULT
ABN	AIRBORNE
ACAP	ARMY CAREER AND ALUMNI PROGRAM
ACS	ARMY COMMUNITY SERVICES
ADA	AIR DEFENSE ARTILLERY
AER	ARMY EMERGENCY RELIEF
AG	ADJUTANT GENERAL
ANCOC	ADVANCED NON-COMMISSIONED OFFICER COURSE
APO	ARMY POST OFFICE
ARCOM	ARMY COMMENDATION MEDAL
ARTEP	ARMY TRAINING AND EVALUATION PROGRAM
ASAP	AS SOON AS POSSIBLE
AWOL	ABSENT WITHOUT LEAVE
BAS	BASIC ALLOWANCE FOR SUBSISTENCE
BASD	BASIC ACTIVE SERVICE DATE
BAQ	BASIC ALLOWANCE FOR QUARTERS
BDE	BRIGADE
BDU	BATTLE DRESS UNIFORM
BN	BATTALION
BNCOC	BASIC NON-COMMISSIONED OFFICER COURSE
BSEP	BASIC SKILLS EDUCATION PROGRAM
CAV	CAVALRY
CDC	CHILD DEVELOPMENT CENTER
CDS	CHILD DEVELOPMENT SERVICES
CESO	COMMUNICATIONS/ELECTRONICS STAFF OFFICER
CFC	COMBINED FEDERAL CAMPAIGN
CG	COMMANDING GENERAL
CID	CRIMINAL INVESTIGATION DEPARTMENT
CIF	CENTRAL ISSUE FACILITY
CO	COMMANDING OFFICER
CONUS	CONTINENTAL UNITED STATES
COSCOM	CORPS SUPPORT COMMAND
CPO	CIVILIAN PERSONNEL OFFICE
CPX	COMMAND POST EXERCISE
CQ	CHARGE OF QUARTERS
DA	DEPARTMENT OF THE ARMY
DCA	DIRECTOR OF COMMUNITY ACTIVITIES
DEERS	DEFENSE ELIGIBILITY ENROLLMENT REPORTING SYS
DENTAC	DENTAL ACTIVITY
DISCOM	DIVISION SUPPORT COMMAND
DIV	DIVISION
DIVARTY	DIVISION ARTILLERY
DOD	DEPARTMENT OF DEFENSE
DODDS	DEPARTMENT OF DEFENSE DEPENDENTS' SCHOOL
DOIM	DIRECTORATE OF INFORMATION MANAGEMENT
DPW	DEPARTMENT OF PUBLIC WORKS
EDRE	EMERGENCY DEPLOYMENT READINESS EXERCISE
ESL	ENGLISH AS A SECOND LANGUAGE
ETA	ESTIMATED TIME OF ARRIVAL
ETS	EXPIRATION TERM OF SERVICE
FA	FIELD ARTILLERY
FAO	FOREIGN AREA OFFICER
FDC	FIRE DIRECTION CENTER



FDO	FIRE DIRECTION OFFICER
FORSCOM	FORCES COMMAND
FSG	FAMILY SUPPORT GROUP
FTX	FIELD TRAINING EXERCISE
FY	FISCAL YEAR
G-1	CORPS LEVEL PERSONNEL OFFICER
G-2	CORPS LEVEL INTELLIGENCE OFFICER
G-3	CORPS LEVEL OPERATIONS OFFICER
G -4	CORPS LEVEL LOGISTICS OFFICER
G-5	CORPS LEVEL CIVIL AFFAIRS OFFICER
GI	GOVERNMENT ISSUE
GT	GOVERNMENT TECH APTITUDE TEST
HHB	HEADQUARTERS AND HQs BATTERY
HHC	HEADQUARTERS AND HQs COMPANY
HSB	HEADQUARTERS AND SERVICE BATTERY
HQ	HEADQUARTERS
ID	IDENTIFICATION
IG	INSPECTOR GENERAL
ITT	INFORMATION, TRIPS AND TRAVEL
JAG	JUDGE ADVOCATE GENERAL
KP	KITCHEN POLICE (OR PATROL)
LES	LEAVE AND EARNINGS STATEMENT
MEDDAC	MEDICAL ACTIVITIES
MOS	MILITARY OCCUPATION SPECIALTY
MP	MILITARY POLICE
MSM	MERITORIOUS SERVICE MEDAL
NCO	NON-COMMISSIONED OFFICER
NCOER	NON-COMMISSIONED OFFICER EVAL REPORT
NCOIC	NON-COMMISSIONED OFFICER IN CHARGE
NCOWC	NON-COMMISSIONED OFFICERS' WIVES' CLUB
OER	OFFICER EVALUATION REPORT
OIC	OFFICER IN CHARGE
OWC	OFFICERS' WIVES' CLUB
PA	PHYSICIAN'S ASSISTANT
PAC	PERSONNEL ACTIONS CENTER
PAO	PUBLIC AFFAIRS OFFICE
PBO	PROPERTY BOOK OFFICE
PCS	PERMANENT CHANGE OF STATION
PEBD	PAY ENTRY BASIC DATE
PERSCOM	PERSONNEL COMMAND
PLDC	PRIMARY LDRSHIP DEVELOPMENT COURSE
PLL	PRESCRIBED LOAD LIST
PMO	PROVOST MARSHALL'S OFFICE
POA	POWER OF ATTORNEY
POC	POINT OF CONTACT
POV	PRIVATELY OWNED VEHICLE
PT	PHYSICAL TRAINING
PX	POST EXCHANGE
S-1	BRIGADE/BATTALION PERSONNEL OFFICER
S-2	BRIGADE/BATTALION INTELLIGENCE OFFICER
S-3	BRIGADE/BATTALION OPERATIONS OFFICER
S-4	BRIGADE/BATTALION LOGISTICS OFFICER
TDY	TEMPORARY DUTY

## Appendix D

## Frequently Asked Questions

Leave and Earnings Statement (LES)	42
Problems paying bills	42
Army Emergency Relief Loans (AER)	42
AAFES Special Programs	43
Power of attorney	44
Soldier or Family Member Being Sued Involving American Courts	44
ID Cards	44
Postal information	45
Contacting a deployed spouse	46
Emergency Leave	46
Problems with children	46
Shipment or Storage for Single Unaccompanied Soldiers	47

### **Leave and Earnings Statement (LES)**

#### **How can I get my spouse's LES?**

First, you must have a power of attorney. Contact your unit personnel and administration (pac) or finance office.

#### **What about my spouse's entitlements?**

Your spouse may receive a few extra entitlements while deployed. However, these are not definite. Examples include: Family Separation Allowance (FSA) \$100.00, Hazardous Duty Pay, Tax Exempt Status, or others.

#### **Can I make a change on my spouse's LES (start/stop an allotment)?**

No. No changes can be made by the family member during deployment. It will be difficult for the soldier to make the change from the field. If an allotment should be stopped, started, or changed, take care of it ahead of time.

#### **What if my spouse's pay is incorrect?**

Contact your unit PAC. They will assist you in correcting the problem.

### **Problems paying bills**

#### **I don't know how to pay my bills. Where can I find help?**

If the family member does not usually handle the finances, ACS financial counselor provides a one on one instruction on checkbook maintenance. Two months prior to deployment fill out DD form 2558 to establish allotments through finance.

#### **I can't pay my bills because of my financial situation. Where can I get assistance?**

American Red Cross and ACS financial counselors can assist you to fulfill your financial obligations. They mediate with creditors and other agencies with which you are having payment difficulties. Early intervention will lessen the severity of the problem.

ARC (American Red Cross) 967-7686	ACS (Army Community Service) 967-3525
--------------------------------------	--

If the service member has already deployed, call the financial counselor at ACS to set up an appointment for assistance. A power of attorney is necessary to handle all financial transactions and accounts.

### **Army Emergency Relief Loans (AER)**

#### **Can I obtain financial assistance if I can not meet my essential financial obligations?**

Army emergency relief can provide financial assistance in the following circumstances

#### Initial Rent and Deposit

- AER Application
- Current LES
- Rental Contract
- Verification for AER
- Assistance from Housing Referral Office

#### Non-Receipt of Pay and Food

- AER Application
- 3 previous month's LES

#### Medical and Funeral Expenses

- AER application
- Current LES
- Itemized medical/funeral bill

#### Loss of Funds

- AER Application
- Current LES
- Statement of how funds were lost
- Copy of military/ civilian police report

#### Utilities to Prevent Cut Off

- AER Application
- Current LES
- Utility cut off notice

#### Rent to Prevent Eviction

- AER Application
- Current LES
- Eviction Notice
- Verification from Housing Referral Office

#### Essential Privately Owned Vehicle (POV) Repairs

- AER Application
- Current LES
- Itemized repair bill to include labor on garage letterhead
- Memorandum from unit commander stating the soldier's POV is essential to mission accomplishment and no public transportation is available

#### Essential Travel

- AER Application
- Current LES
- DA Form 31, Authorized Leave Request
- Copy of Port Call Travel Orders issued by Transportation, or Carlson-Wagonlit Pricing printout

## **AAFES Special Programs**

### **Special programs**

AAFES must develop special temporary policies, applicable worldwide, to handle delinquent accounts, dishonored checks, as well as some special retail programs. The following policies provide extremely lenient time frames for customers involved in support of the deployment whose accounts become delinquent. Customers who are deploying will be asked to fill out a deployment checklist dealing with allotments and DPP. It is the customer's responsibility to notify AAFES prior to deployment.

### **Layaway**

Customers who have been deployed will not receive overdue notices. A payment does not have to be made for 60 days. Commanders will not receive overdue notices.

### **Deferred payment plan**

Customers deployed will be granted an extension of 60 days from the date their layaway becomes delinquent. Customers may resume payments on the layaway within 60 days or request a refund for the amount paid.

### **Dishonored checks**

Customers deployed will be given an additional 30 days to pay for dishonored checks before collection action is taken (60 days from the date the check is returned).

If the customer is deployed, the concessionaire should not take action to dispose of the property under present terms of the contract.

### **Equipment rental charges**

Equipment rental charges will not be waived on rental agreements. After 90 days the rental charge plus the cost of the items will be charged. Local rental facilities should solicit the support of commands to have the rental property returned.

### **Special retail programs**

Special orders and rain check merchandise will be held indefinitely for those deployed.

## **Power of attorney**

### **What is a power of attorney?**

A power of attorney (POA) is a legal document that allows one person to conduct business in another person's name. One year limit recommended duration.

<u>General</u> Covers all legal matters.	<u>Special</u> Covers only the situation listed on the power of attorney.
---	--

### **How do I obtain a power of attorney?**

Any valid ID card holder can go to the Legal Assistance Center with their id card and obtain a POA. (253-966-7526)

## **Soldier or Family Member Being Sued Involving American Courts**

### **What do I do if I am being sued involving American Courts?**

<b>Soldiers</b> <ul style="list-style-type: none"><li>▪ <i>Criminal</i> — No Soldiers &amp; Sailors Civil Relief Act</li><li>▪ <i>Civil suits</i> — Can be subject of Soldiers &amp; Sailors Relief Act</li></ul>	<b>Family</b> <ul style="list-style-type: none"><li>▪ Refer to attorney in area of lawsuit</li><li>▪ Attorney at Law Center can advise, but cannot represent in court.</li></ul>
---	--

If soldier is not being sued, then the next issue is whether the matter can be referred to another agency. If the matter is purely legal, is there a pending court date within 48 hours? If not, then have client make appointment with Legal Assistance Office (253-967-7526). If the court date is within 48 hours, call an attorney from the jag roster.

## **ID Cards**

### **What do I do if I have lost my ID card?**

#### *Active duty and family members*

Complete DD Form 1172 at Bldg 2140, Waller Hall Rm. 102. Family members must have a Power Of Attorney if sponsor is not present.

M, T, W, F 0730 - 1600

253-967-5065

**Are unmarried dependents over the age of 21 authorized ID cards?**

No, unless one of the following applies.

- If the dependent is enrolled in a full time course of study at an approved institution of higher learning they are authorized a card until age 23 while enrolled
- If the dependent is incapable of self-support because of a mental or physical handicap that existed before their 21st birthday.

**Can children under 10 receive an ID card when parents are deployed?**

Single parent children and children of a dual military couple, regardless of deployment, are authorized ID cards.

Call the ID card issuing agency (253-967-5065).

**Postal information****Is a customs form required when sending a care package to my soldier?**

Yes, a customs form is required.

**Are there restrictions on what can be mailed in a care package?**

The following items cannot be mailed:

Securities, currency, firearms, prescription medicines, pornography, horror comics (prohibited in some locations, such as Saudi), registered mail, alcoholic beverage, narcotics, hazardous material, and rationed items.

**What can be sent to or mailed from the deployed force?**

Anything within normal postal restrictions can be delivered. Free mail applies for designated free mail zones.

**Is a spouse required to put a stamp on mail being sent to a deployed spouse?**

State-side spouse must use proper postage stamps. Spouses on location in USAREUR can use MPS as usual.

For more information, contact Postal Supervisor (253-967-1433).

**What are the options for disposition of a deploying soldier's mail?**

Service members may elect one of the following options for disposition of their mail prior to deploying:

1. Forward all mail to the deployed service member (see restriction "x" information on following page).
2. Deliver all mail to a family member (normally a spouse).
3. Forward mail addressed to the service member and deliver remaining mail to a family member (usually a spouse).
4. Deliver all mail to a designated individual other than a family member. If this option is selected the individual must complete a standard delivery order (PS Form 3801) designating another authorized military postal service (MPS) user to pick up the mail.
5. Hold all mail until deployed service member returns. This option is not available for deployments in excess of 30 days due to limited space in the UMR/CMR.

If disposition instructions are not left by a service member, all mail will be delivered to the spouse. For unaccompanied service members, mail will be held until the soldier or unit informs the CMR of the soldier's deployment. At this time, the mail will be forwarded.

**What is the standard USAREUR deployment address?**

Grade/rank, full name

Deployed unit's designation

Operation name

APO 09xxx

Deploying personnel should only provide their deployment address to their family and friends, not to their business correspondents or publishers. Bulk rate business mail and second class magazines will be forwarded by the UMR/CMR to the deployed service member when permitted.

### **How can a spouse get the APO of his/her deployed spouse?**

The unit mailroom should call the postal operations supervisor at their servicing APO. The servicing APO can find out units and APO numbers of units involved in contingency operations.

## **Contacting a deployed spouse**

### **How can I contact my deployed spouse?**

Contact your rear detachment commander. The rear detachment commander is the primary point of contact for family members who have any questions or need assistance.

In emergency cases, contact the Red Cross 1-877-272-7337

## **Emergency Leave**

### **How can I receive Emergency Leave?**

A Red Cross message is passed to the soldier who must make direct contact with the Red Cross worker.

1. The unit copies the entire Red Cross message and number for the Personnel Services Battalion (PSB).
2. The unit completes the DA31 for the soldier and approves leave (or disapproves)-Red Cross does not!

### ***During duty hours***

1. Go to the PSB for orders. Bring your DA31 and unit transcript of the Red Cross message (text & number).
2. Go to the Transportation Office for flight arrangements. They may refer you to local travel agency.

### ***After duty hours***

1. Unit calls the MP desk for the on-call PSB clerk for cutting the orders.
2. Unit calls the MP desk for the on-call transportation clerk for a GTR to take to the airport for funded travel or other arrangement.

## **Problems with children**

### **What if I cannot pay my child care payment?**

You may request evaluation as hardship case. Evaluation will be done by ACS financial counselor, who can assist you with a payment plan. You must have approval in writing by BSB commander. If you foresee payment problems, talk with the director of the program *before* it happens.

### **What if I cannot pick up my child before 1800 (6:00pm)?**

All parents can authorize 3 or more people to pick their child up. The person picking up the child must bring in an id card so that the CDC can release the child.

### **I am having problems with my children at home?**

- Use your personal support system (family, friends, etc.)
- Talk to people in your family support group. They may be experiencing some of the same difficulties.
- Take a parenting class. Call FAP for details and times. 253-288-2943
- Utilize the Family Advocacy Program's library of books, pamphlets, audio tapes, and video tapes regarding parenting.
- Call 968-4159

### **My child is having problems at school. What should I do?**

- If the child is having any type of problems in school during the deployment, contact the classroom teacher first.
- Contact the principal if more assistance is needed, and the principal will guide you to the correct resource.

### **I really need a break from my children! Where can I do?**

- Form a parent co-operative child care with friends and neighbors.
- Volunteer in the community and get child care.
- Register your children with CDC in the hourly care program. E-4's and below get a maximum of 10 free hours per month.

- Respite care information through FAP or EFMP, call Child And Youth Services Coordinator (253-967-3056) or FAP 253-968-4159

### **Shipment or Storage for Single Unaccompanied Soldiers**

#### **Is there shipment or storage available for single unaccompanied soldiers?**

Once a tenant unit has been notified that it will deploy, the unit commander is required to appoint a single POC for each company size unit to coordinate with the servicing Personal Property Processing Office (PPPO) to arrange shipment and/or storage of deploying single unaccompanied soldier's personal property. The POC should normally be a senior NCO or company grade officer who is familiar with the commander's priorities and will remain with the rear detachment.

Whenever possible, single unaccompanied soldiers of each company size unit will be counseled, processed and picked up as a single unit.

The unit POC should immediately contact the servicing PPPO to arrange for a counseling date. The POC will provide the PPPO with a list of all single unaccompanied soldiers deploying in his/her company. The list will reflect the unit deployment date, name, rank, SSN, estimated weight in pounds for each soldier's personal property to be moved and pickup address (barracks or off post address).

Single unaccompanied soldier's household goods and unaccompanied baggage shipment or storage (253-967-5099).